

OIG  
RCS

**ADMINISTRATIVE-INTERNAL USE ONLY**

9 December 1974

MEMORANDUM FOR: Chief, Information Systems Analysis Staff

SUBJECT: Proposed Revisions for Office of the Inspector General Record Control Schedule No. 12.03-74

1. Our review of the attached Record Control Schedule turned up almost no discrepancies.

2. Your attention is invited, however, to [redacted] paragraph 4. The correspondence produced in response to this directive may call for the creation of a new and permanent file. *(Report of Agency Assistance to U.S. Govt., State, and Local Government Components - [redacted])*

3. We found the "green folders," which have in practice been retired under Item 2, exceptionally pertinent to Agency history. In order that future generations not lose sight of them, a more precise description under Item 2 seems warranted.

4. A question arises in our minds concerning Schedule No. 33-68. It covers the Audit Staff---a component subordinate to the Inspector General [redacted] Should there be separate schedules? *It doesn't matter so it is being left a separate schedule.*

[redacted]  
Chief, Agency Archives

Attachment  
As stated

cc: Chief, RAB  
OIG/RMO

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